

## ONLINE ADMISSIONS – HIGH AND SECONDARY

You **must** complete an application for a place in a middle or a high school

To apply using the Northumberland Online Admissions you **must be resident in Northumberland** as applications can only be made through the Authority you are resident in (even when applying for a school that is not in your local authority area).

You can complete the online application using **either** your child's **Unique Identification Number (UID)** **or** their **date of birth** (*please do not use both*).

**You must read the Admissions Handbook and check the relevant admissions policy for each school you are applying for, prior to completing your application.**

### How to make your application:

1. Register for online admissions (all parents **must register as a new user** - even if you have used the system before).
2. You will receive an email containing a link following registration, you **must** use this link to continue the registration process. (If you have any problems accessing the link please contact the Admissions Team on 01670 624889.)
3. You can complete the online application using **either** your child's Unique Identification Number (UID) **or** their date of birth (**please do not use both**).
4. When choosing your child's school, if your choice is not already showing on the list, please change the selection list from All Establishments to Northumberland (please note the list is not in alphabetical order).
5. Following completion of your application **you must submit the form**. Should you wish to make further changes to your application you **must resubmit** the form. This will transfer the form into the School Admissions system.
6. Please note there is no facility to attach documents to the online system, you will therefore need to scan, email or post the information to the address below.

When you are completing your online application and you feel there are special circumstances regarding your child's application (page 5 (OTHER REASONS)), or on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. **Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker. It is the parent's responsibility to submit any professionally involved third party evidence, such as a doctor or a social worker as we cannot access this information on your behalf.**

**NOTE:** Supporting evidence should set out the particular reasons why the school in question is the most suitable school and **must** be submitted at the time of application. **You will not be allocated a place under this criterion if you omit to send a written statement from a professional third party.**

Please submit your evidence either by post or email **before the 31 October 2016** to:

FIS and School Admissions Team Leader  
Children's Services  
County Hall  
Morpeth  
NE61 2EF

[schooladmissions@northumberland.gov.uk](mailto:schooladmissions@northumberland.gov.uk)

## KEY DATES

**12 September 2016:** E-admissions portal opens.

Information, Handbooks and application forms available at: [admissions.northumberland.gov.uk](http://admissions.northumberland.gov.uk)

Paper forms available on request from: School Admissions Team, Wellbeing and Community Health Services Group, Northumberland County Council, County Hall, Morpeth, Northumberland NE61 2EF.

**31 October 2016:** Closing Date for Applications: E-admission portal closes. Applications received after this date are considered late.

**1 March 2017:** Parents notified of the outcome of their applications for school places

**16 March 2017:** Last date for offers to be accepted by parents.

DEADLINE FOR  
APPLICATIONS

**31 October 2016**

OFFERS DAY

**1 March 2017**